

(Effective 4 August 1982)

The following procedures, criteria for award recommendations, and other guidelines are hereby established to carry out the provisions of the DCI Directive on Intelligence Community awards.

1. Procedures

- a. Recommendations for Intelligence Community awards may be initiated at any level in any component of the Intelligence Community. If initiated by other than the nominee's parent organization, the nominating component will obtain the concurrence of the parent organization.
- b. Recommendations will be submitted in ten copies on form 4239, Recommendation for Intelligence Community Award (copy attached), by the appropriate Intelligence Community principal to the Chairman, Intelligence Community Awards Review Panel (ICARP). These forms may be obtained from any ICARP member; the Protocol Branch, CIA; or may be reproduced from the attachment. The form will be accompanied by a narrative description of the performance of service warranting the nomination, an unclassified citation, and a biographic profile of the nominee.
- c. The Chairman, ICARP, will call meetings of the Panel, as required, to consider award recommendations. The Panel will forward its decisions to the Executive Secretary, NFIB/NFIC, who will forward the nominations to NFIB and NFIC principals, as appropriate, for recommendation to the Director of Central Intelligence (DCI). Award nominations are handled as EYES ONLY for Intelligence Community principals.
- d. All nominations considered by ICARP, including those for which disapproval is recommended, will be forwarded to NFIB or NFIC principals. ICARP may concur in the original nomination or recommend an award at a higher or lower level.
- e. NFIB or NFIC principals will review ICARP's recommendations and may concur or recommend an award at a higher or lower level.
- f. In unusual circumstances the DCI may approve an award without referral to any review process.
- g. The Chairman, ICARP, will notify the appropriate Intelligence Community principal, in writing, of the DCI's decision.
- h. Intelligence Community awards will be presented by the Director of Central Intelligence, the Deputy Director of Central Intelligence, or, if circumstances prevent presentation by either of these officials, by the head of the Intelligence Community component to which the awardee is assigned.

2. General Guidelines

- a. Intelligence Community awards are intended to bestow specific recognition for services of particular benefit to the United States in the execution of an Intelligence Community mission and do not replace any awards for which provision is made in Executive Orders, departmental, or agency regulations.

¹These provisions derive from and have the authority of the DCI Directive on Intelligence Community Awards, 4 August 1982.

- b. Normally, the exceptional duty performance which results in a nomination for an Intelligence Community award will not be the basis for an award by an individual component to which the person is assigned, but dual recognition is not totally precluded.
- c. Accomplishments in, or in direct support of, Intelligence Community activities and the Community concept are critically important. Service devoted to the mission of an individual component will be more appropriately recognized by a component award. However, service that has strong Community aspects and includes a substantive contribution to the Community could provide basis for a Community award.
- d. An Intelligence Community award is based on achievement, not merely on length of service or completion of a rotational assignment to another component.
- e. Nominations for Intelligence Community awards will not be considered if the parent organization has acted unfavorably on a recommendation for the same performance.
- f. Provisions for authority to wear decorations by military personnel and entry of an Intelligence Community award into official records will be determined by the individual military departments.

3. *Specific Criteria*

- a. With respect to the National Intelligence Distinguished Service Medal (NIDSM), the stipulation "duty of great responsibility" normally will limit this award to very senior persons. It is intended to recognize sustained superior service or achievements rather than one-time contributions. Performance within or on behalf of an individual component will be more appropriately recognized by award of the Distinguished Service Medal of the military services, the CIA Distinguished Intelligence Medal, or other comparable civilian award. However, there may be instances where the accomplishments contribute to the effective functioning of the Intelligence Community as a whole.
- b. With respect to the National Intelligence Medal of Achievement (NIMO), it is to recognize achievements on behalf of the Intelligence Community which do not warrant the NIDSM. Involvement in the senior levels of the Community is normally a prerequisite, but there may be exceptions. Service within and on behalf of an individual organization will be more appropriately recognized by the Department of Defense Legion of Merit, the CIA Intelligence Medal of Merit, or other comparable civilian awards. As stated above, however, there may be instances where the accomplishments clearly benefit the Intelligence Community as a whole.
- c. With respect to the National Intelligence Certificate of Distinction (NICD), this award recognizes achievements on behalf of the Intelligence Community which do not warrant the NIDSM or the NIMO. The NICD may be awarded for sustained performance or a single act of special merit regardless of the rank or grade of the nominee.
- d. With respect to the National Intelligence Meritorious Unit Citation (NIMUC), this award recognizes achievements by a unit whose collective performance deserves special recognition. Normally, individual awards to members of the unit will not be warranted, but such recognition of individual performance is not totally precluded.

RECOMMENDATION FOR INTELLIGENCE COMMUNITY AWARD

(Submit 10 copies with: description of performance or service warranting award; bio profile; and unclassified citation)

1. NAME OF PERSON RECOMMENDED (Last/First/Middle)		2. SOCIAL SECURITY NO.	3. GRADE/RANK
4. YOB	5. PARENT ORGANIZATION	6. TITLE/PLACE OF ASSIGNMENT DURING AWARD PERIOD	
7. RECOMMENDED AWARD		8. INCLUSIVE DATES FOR WHICH RECOMMENDED	
9. IF RETIRING, DATE OF RETIREMENT		10. HOME ADDRESS	11. TELEPHONE OFFICE: HOME:
12. HAS NOMINEE RECEIVED OR BEEN RECOMMENDED FOR ANOTHER AWARD FOR THIS SERVICE OR ACT? Yes: <input type="checkbox"/> If so, indicate award _____ No: <input type="checkbox"/>			
13. TITLE AND SIGNATURE OF INDIVIDUAL MAKING RECOMMENDATION		14. DATE	
15. TITLE AND SIGNATURE OF HEAD OF INTELLIGENCE ORGANIZATION MAKING RECOMMENDATION		16. DATE	
17. TITLE AND SIGNATURE OF HEAD OF NOMINEE'S PARENT ORGANIZATION (if other than recommender)		18. DATE	
19. REPORT OF INTELLIGENCE COMMUNITY AWARDS REVIEW PANEL The Intelligence Community Awards Review Panel, having considered the foregoing recommendation on _____: <input type="checkbox"/> recommends approval <input type="checkbox"/> does not recommend approval <input type="checkbox"/> recommends award of _____			
20. REPORT OF NATIONAL FOREIGN INTELLIGENCE BOARD The National Foreign Intelligence Board, having considered the foregoing recommendation on _____: <input type="checkbox"/> recommends approval of _____ <input type="checkbox"/> does not recommend approval			
THE RECOMMENDATION IN SECTION 20 IS APPROVED:			
_____ DIRECTOR OF CENTRAL INTELLIGENCE		_____ DATE	

FORM 4239
12-82

GUIDELINES FOR PREPARATION OF INTELLIGENCE COMMUNITY AWARD RECOMMENDATIONS

AWARD	IN RECOGNITION OF:	CRITERIA
National Intelligence Distinguished Service Medal (NIDSMD)	Distinguished meritorious service or achievement in a duty of great responsibility within the Intelligence Community which distinctly benefits the interests of the United States and constitutes a major contribution to the foreign intelligence mission of the Intelligence Community.	The stipulation "duty of great responsibility" normally will limit this award to very senior persons. It is intended to recognize sustained superior service or achievements rather than one-time contributions. Performance within or on behalf of an individual component will be more appropriately recognized by award of the Distinguished Service Medal of the military services, the CIA Distinguished Intelligence Medal, or other comparable civilian awards. However, there may be instances where the accomplishments contribute to the effective functioning of the Intelligence Community as a whole.
National Intelligence Medal of Merit (NIMOA)	Especially meritorious conduct in the performance of outstanding service by a member of the Intelligence Community. Recognizing performance of an especially difficult duty in a clearly exceptional manner, the service must relate directly to the Intelligence Community's mission to provide the intelligence required for national security policy determinations.	This award is to recognize achievements which do not warrant the NIDSMD. Involvement in the senior level of the Community is normally a prerequisite, but there may be exceptions. Service within and on behalf of an individual organization will be more appropriately recognized by the Department of Defense Legion of Merit, the CIA Intelligence Medal of Merit, or other comparable civilian awards. However, there may be instances where the accomplishments benefit the Community as a whole.
National Intelligence Certificate of Distinction (NICD)	Sustained superior performance of duty of high value by a member of the Intelligence Community or for a significant single act of special merit.	This award is to recognize achievements on behalf of the Intelligence Community which do not warrant the NIDSMD or NIMOA. It may be awarded regardless of the rank or grade of the nominee.
National Intelligence Meritorious Unit Citation (NIMUC)	Collective performance of a unit or group that has resulted in accomplishments of a clearly superior nature and of significant benefit to the Intelligence Community.	This award recognizes achievements by a unit whose collective performance deserves special recognition. Normally, individual awards to members of the unit will not be warranted, but such dual recognition of individual performance is not totally precluded.